

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter I  Getting Started
	Section 1  Accessing CM/ECF

Access to the CM/ECF system is gained using Internet Explorer or Netscape Navigator web browsers.

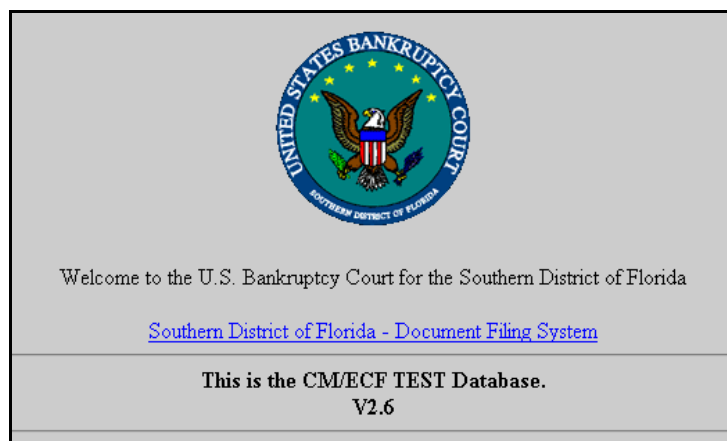
**STEP 1** Open Internet Explorer or Netscape Navigator and enter the URL (address) of the court's homepage in the browser's **Address** field. *It is suggested that this location be saved using Favorites in the toolbar (click on Favorites, Add to Favorites, then "OK").*

Address: [www.flsb.uscourts.gov](http://www.flsb.uscourts.gov)

After the court website appears, click on the following CM/ECF access link:



**STEP 2** The welcome screen displays. Click on the hyperlink to "Southern District of Florida - Document Filing System". In the screen shot below, access is to the training database. The live database looks the same.



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**STEP 3** The ECF/PACER Login screen appears. Access to the training database (blue background) or live database (white background) is gained by entering a court issued login and password.

- ◆ Each registered user will have a separate login and password for CM/ECF and for PACER. Both are used to navigate through the system. However, only the CM/ECF login will allow a user to file documents electronically.
- ◆ Logins and Passwords are case sensitive.
- ◆ If a registered user has been issued more than one login, the primary login must be used to enter the initial appearance in all cases.
- ◆ Click **Login**. The user has now entered the CM/ECF system.

## ECF/PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

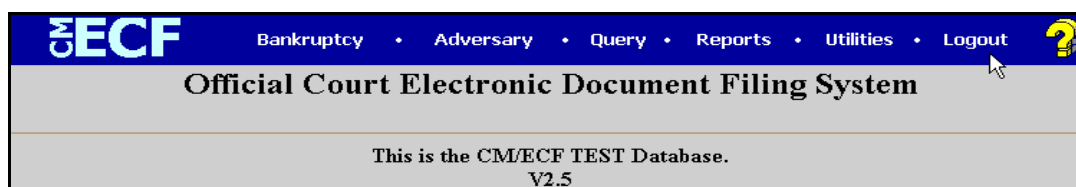
**Authentication**

Login:   
Password:   
client code:

*CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.*

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STEP 4 To log out of the system, click on **Logout** at the upper right corner of the main menu.



- ◆ Clicking on the close button in the upper right corner of the screen is not sufficient to log out.

**NOTE** - In the event a user does not properly log out of the system, OR if another person using the same login code is currently in the system, the following warning message will be displayed. *It is important to know that the user already logged into the system will not be able to complete the transaction if Continue Login is selected.*

**Warning: the account you entered is already logged in.**

This is probably the result of one of these two circumstances:

- You did not click "LogOut" on the top bar when you last used CM/ECF.  
Click the "Continue login" button below to complete the login process.

OR

- You share this account and someone else is using it.  
Click the "Cancel" button below to return to the login screen.  
[if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated.]

STEP 5 The user is returned to the ECF/PACER Login Screen (see STEP 3 for screen shot).